



DEPARTMENT OF THE AIR FORCE  
JOINT PERSONAL PROPERTY SHIPPING OFFICE - COLORADO SPRINGS (DOD)  
121 South Tejon, Suite 800  
COLORADO SPRINGS CO 80903  
Privacy Act of 1974

31 March 2005

MEMORANDUM FOR TRANSPORTATION SERVICE PROVIDERS

FROM: JPPSO-COS/Commander


SUBJECT: Outbound Documentation Policy

JPPSO-COS is pleased to announce installation of a fax line (719-554-6174) dedicated to receiving documents required by the Defense Transportation Regulation 4500.9R, Part IV, Appendix B, Part III, Paragraph HH. We encourage you to use this fax line to submit required documentation. Specific guidance follows to insure that the required documents will flow directly into our document imaging system. Recommend you use originals or high quality copies when faxing the documents.

In order for our staff to properly index the documents, and credit your company with on-time delivery of the documents, please fax documents in the following sequence:

- a. BL/GBL annotated with gross, tare, and net weights; number of containers and gross cube of shipment if containerized.
- b. DD Form 619 itemizing the accessorial services performed at origin.
- c. Household goods descriptive inventory.
- d. Weight tickets signed by the person performing the service.

We welcome the opportunity to share new ideas and solutions to our daily challenges. My point of contact for this policy letter is (T)Sgt Harry Metheny at 719-554-9264.

  
DAVID L. HOLT, Lt Col, USAF  
Commander, JPPSO-COS